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THE OPERATIONS, TRAINING, AND AUDIT OFFICE

Create Forums

Recording Questions and Answers Associated with a Solicitation

Operational Services Division – Comm-PASS Helpdesk

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Create Forums

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- Must be associated with an Open Solicitation the user owns
- Creation wizard guides users through six (6) steps
- Required fields/formats (*) are system-enforced
- Comm-PASS functionality supports:
  - **inquiry management**
    - online question submission for any visitor
    - collection of contact information
    - association of questioner contact information with inquiry
  - **response management**
    - access to tentative or final answers at owner's discretion
    - publication of questioner's contact information with question at owner's discretion
    - creation of answers with or without file attachment
    - editing of answers prior to finalization
    - clarification of answers after finalization
    - cancellation of forum
- Forum owners are responsible for compliance under applicable procurement law, policy or practices
- This scenario ends by selecting the View icon.

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Login to Comm-PASS using BuySmart Buyer Login ID and Password.

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Select the “Forums” tab from the top of the page. Throughout Comm-PASS, refer to the “**Quick Tips”…** Each page contains context-related definitions and helpful hints

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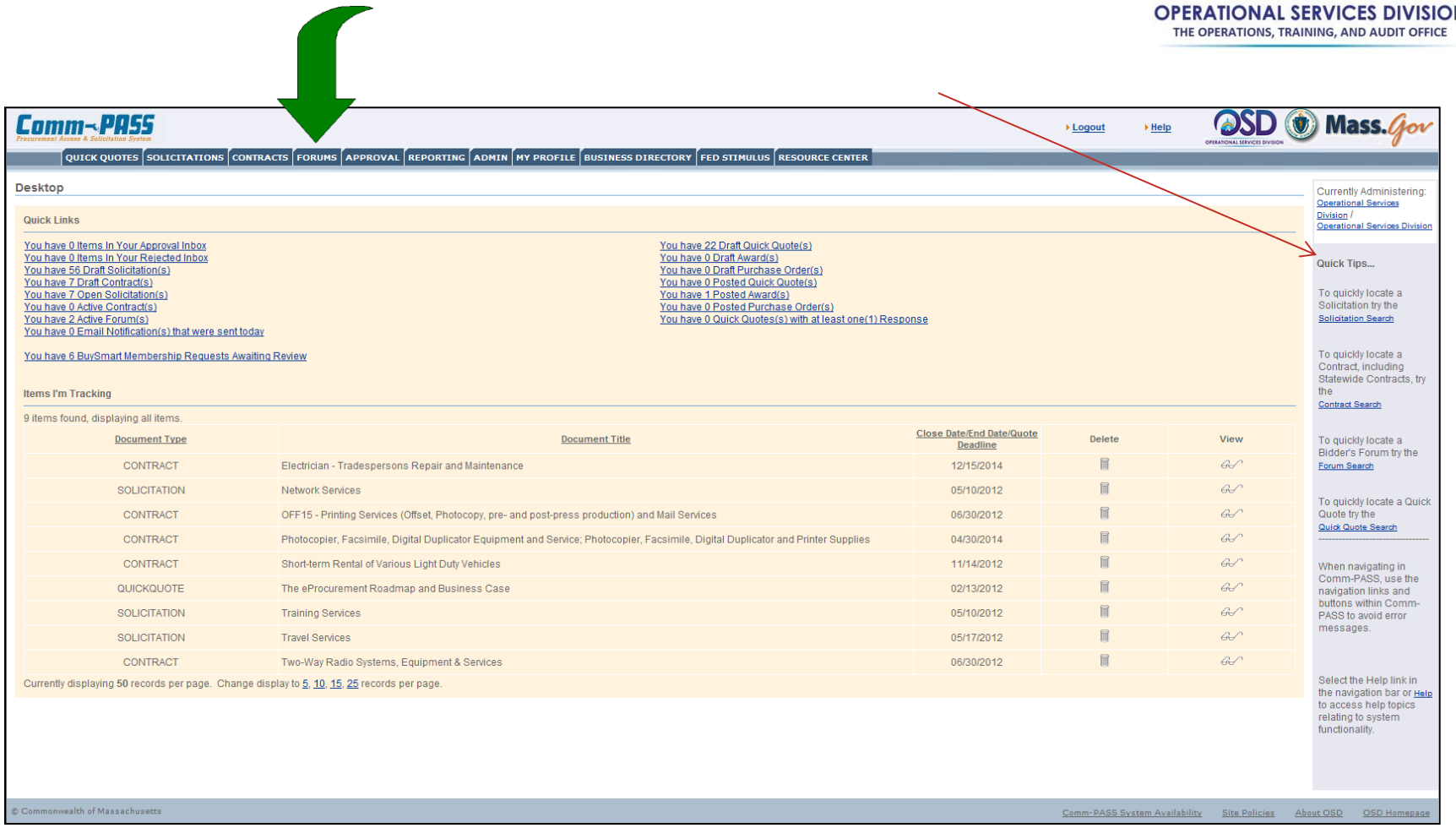

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Select the underlined link " Select a Solicitation To Create a Forum".

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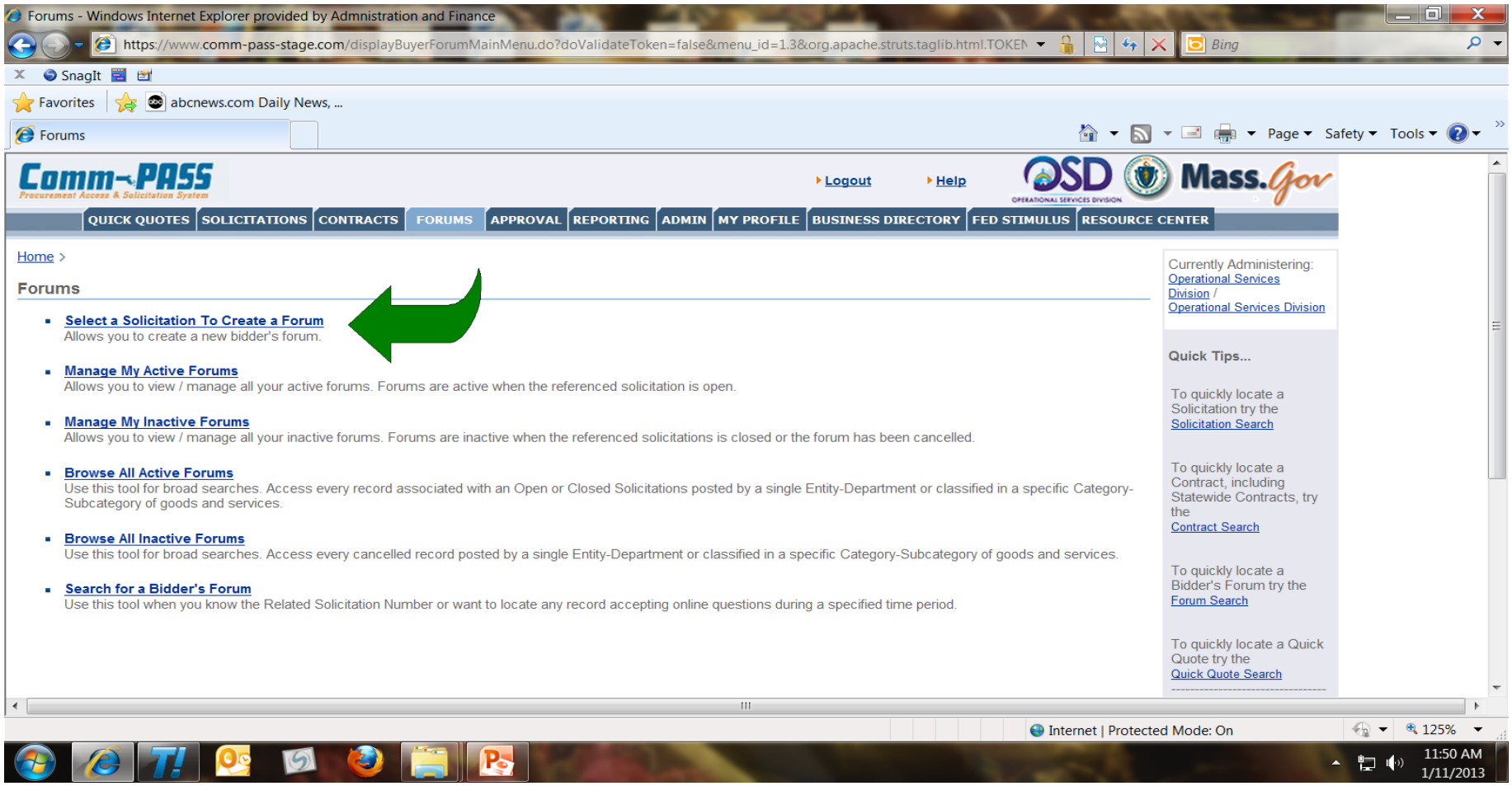

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A list of your Open Solicitations will display. Select the record you wish to associate with a Forum by selecting the “Check Marked” box.

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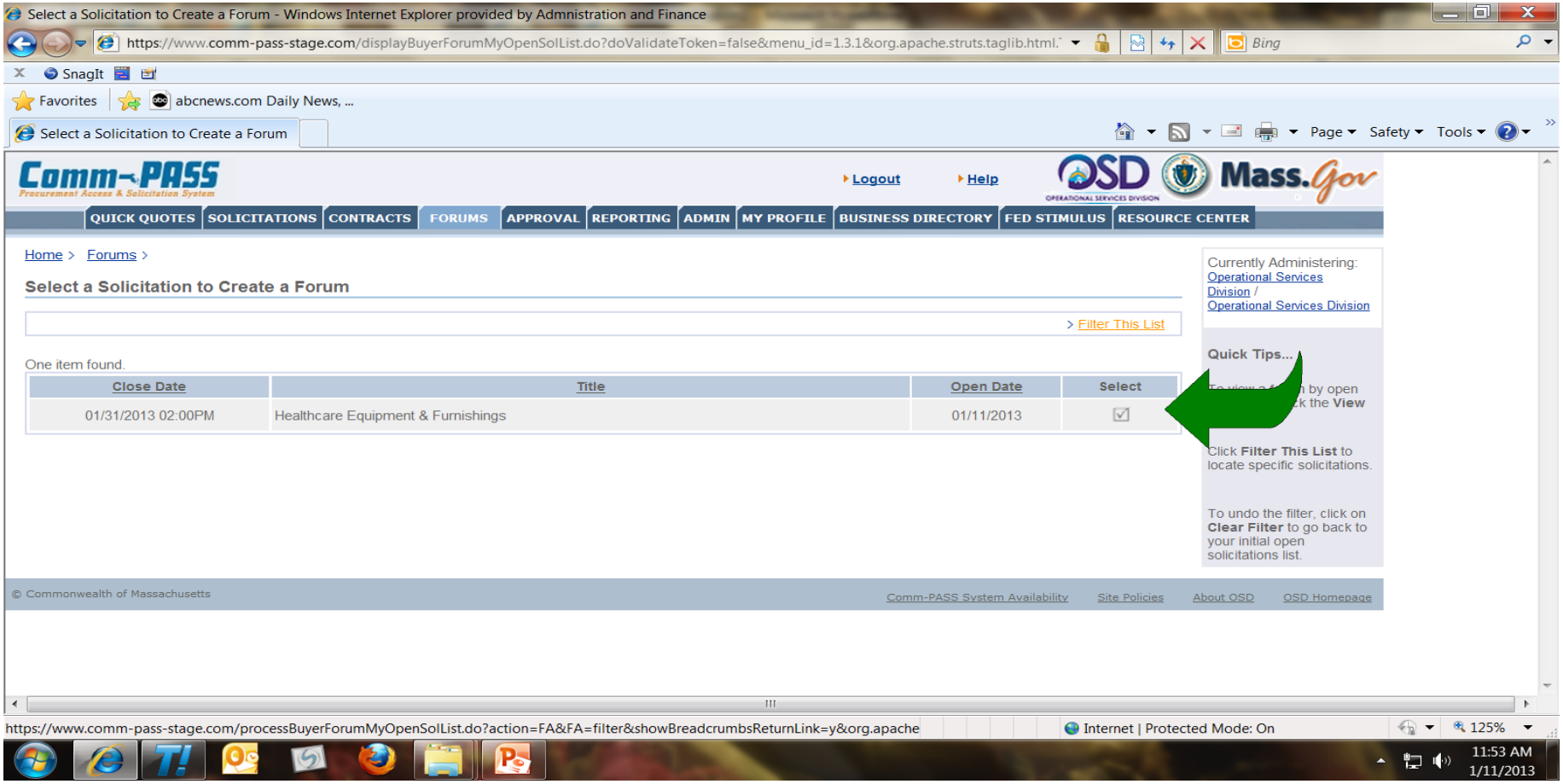

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The Forum template consists of six (6) steps. The Document Title of the Referenced Solicitation populates automatically.

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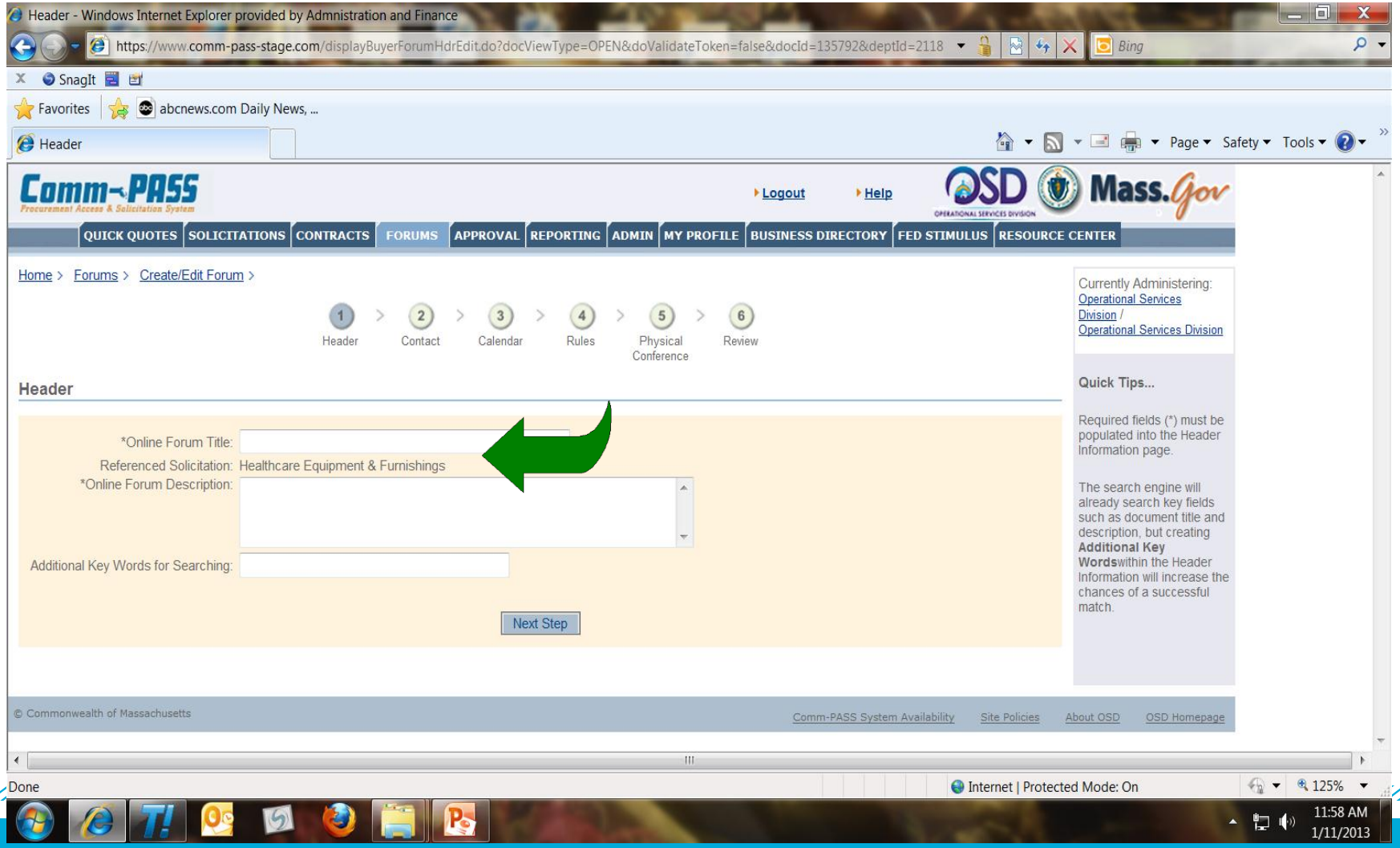

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Complete the two (2) required fields: “Online Forum Title” and “Online Forum Description”. Search by “Keyword” locates exact terms used in all three (3) header fields. Select “ Next Step”.

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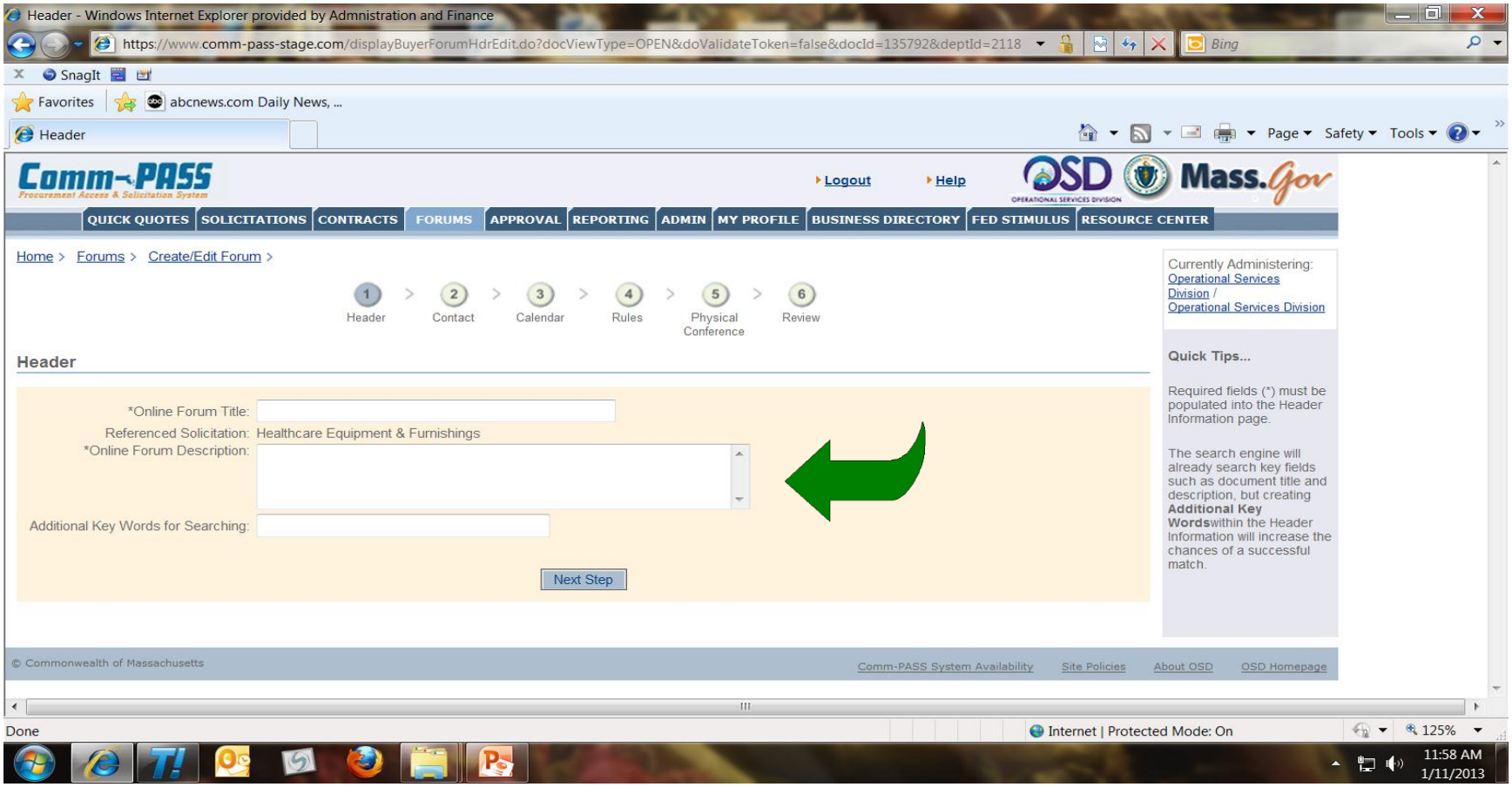

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The “Contact” data defaults to the Buyer’s information. If the information is correct, select the “Next Step” button. If it requires correction, select the “Edit Contact Info” link. Remember to “Save” and then select “Next Step”.

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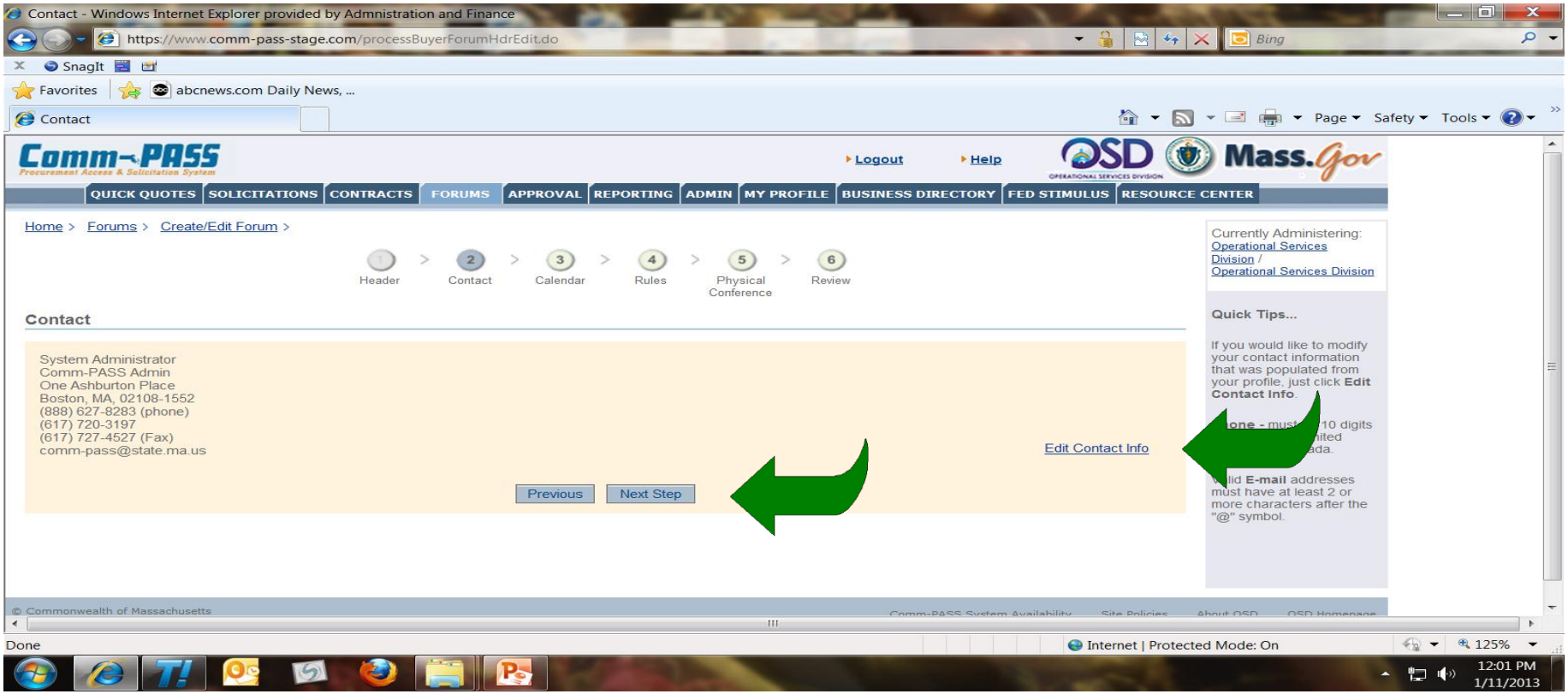

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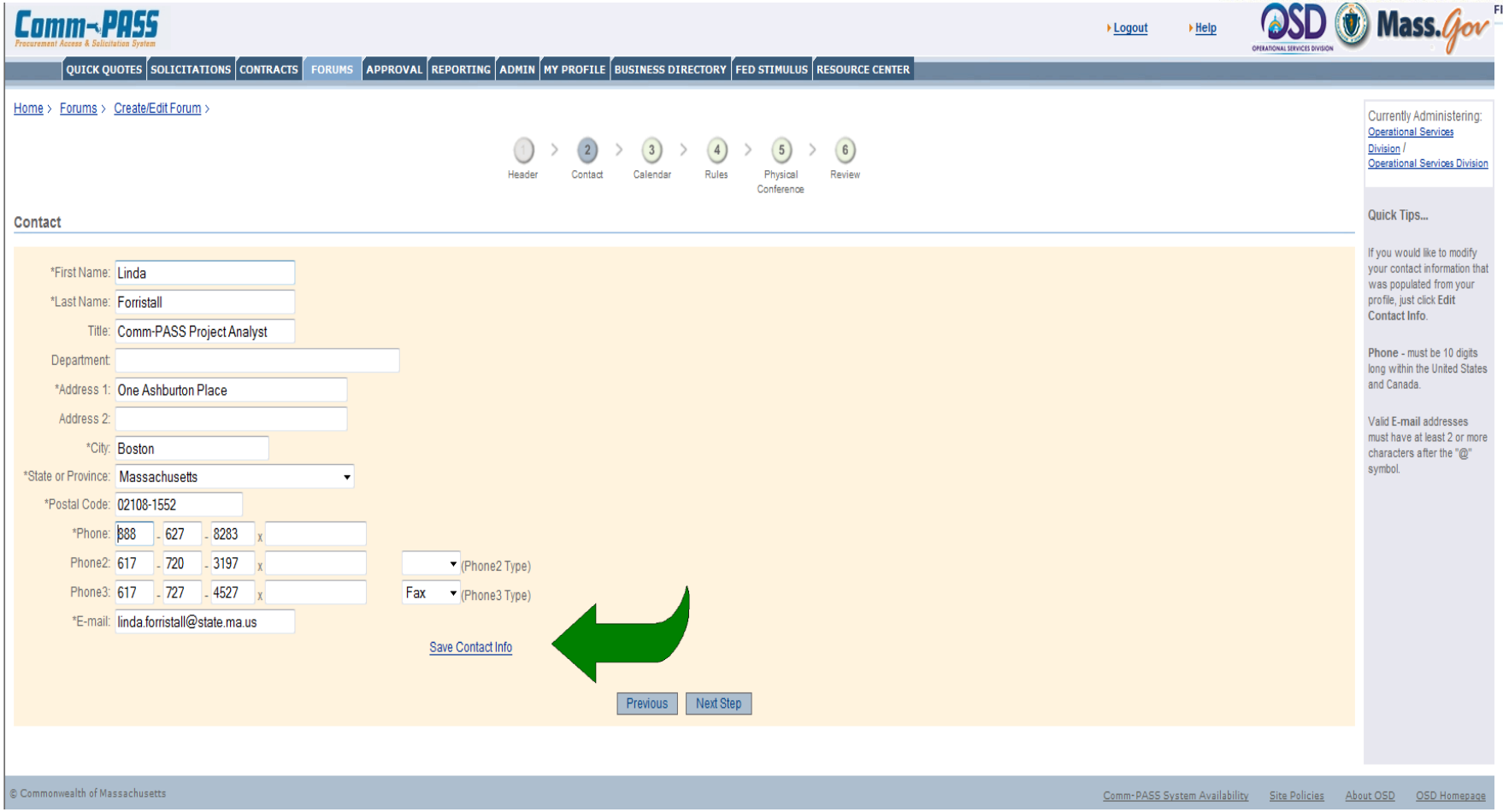
Over-write the default “Contact” fields with new “Contact” information. Select the “Save Contact Info”link.



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Select the “Next Step” button.

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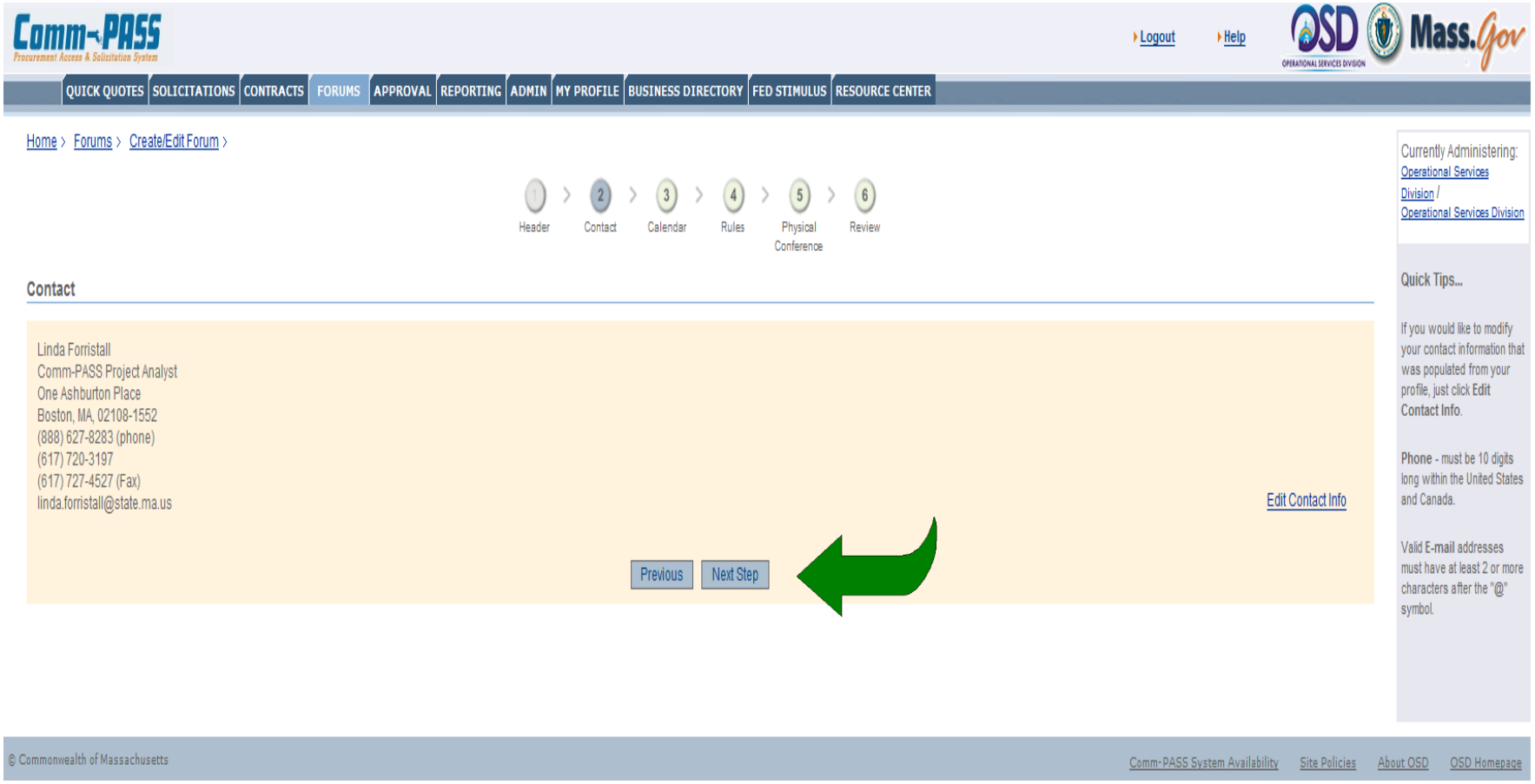

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Select “Online Q/A Start-End Dates” from drop-downs, and enter times manually.
“Estimated Final Q/A Publish Date” is informational only.
Select the “Next Step” button.

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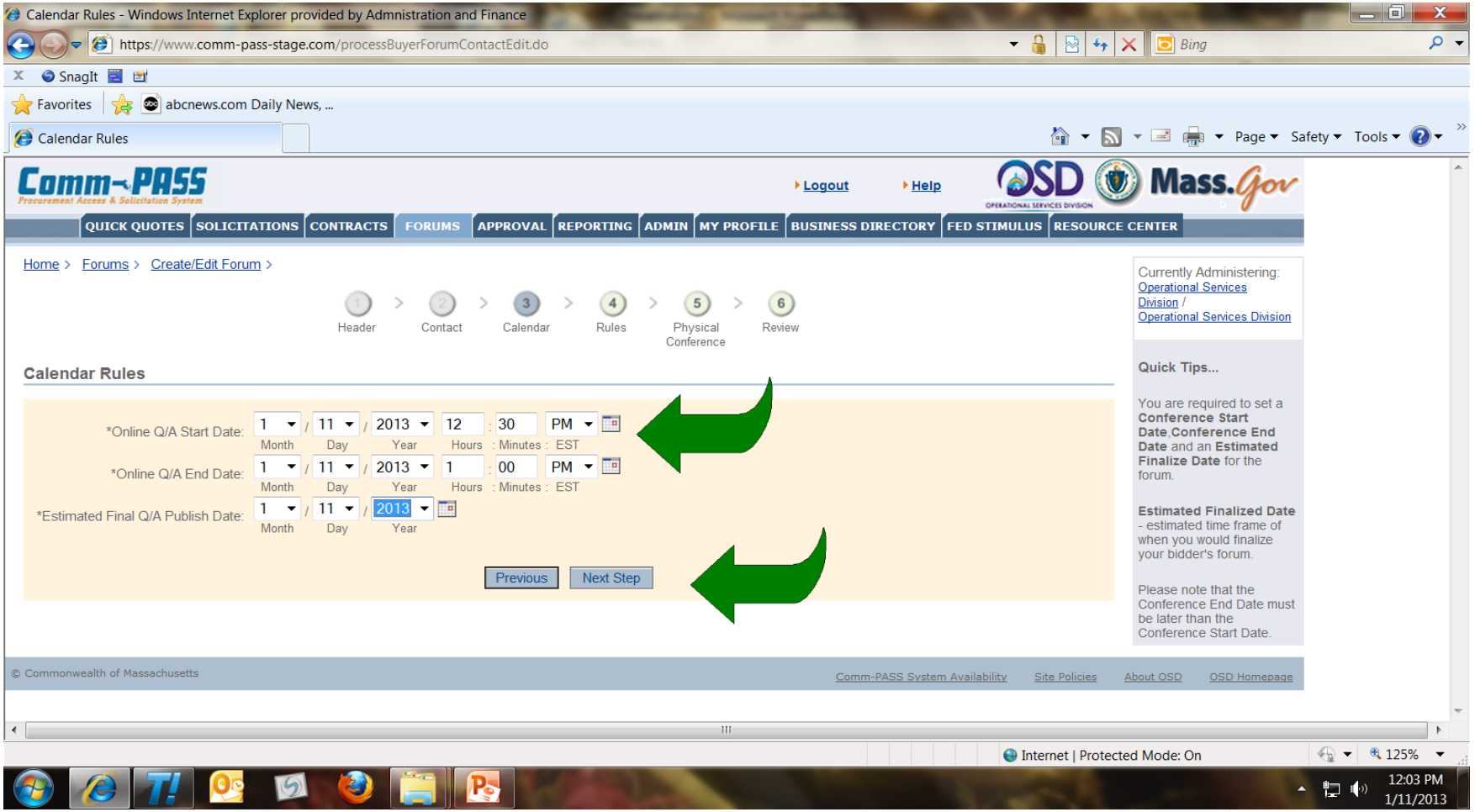

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Select the “Forum Rules” checkboxes for those rules you wish to apply.
Select the “Next Step” button.

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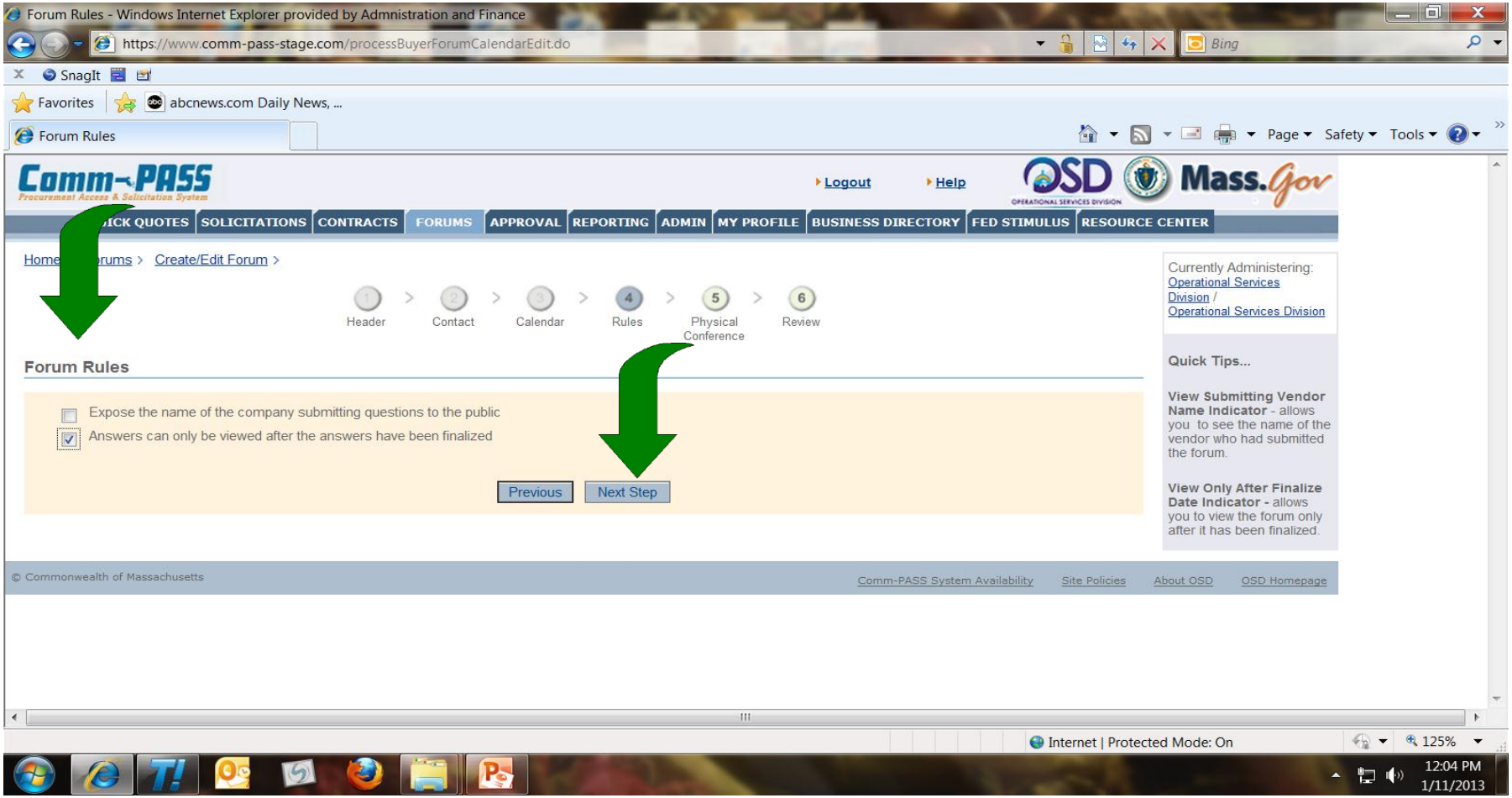

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If no physical conference will be held, check the box under “Physical Conference Location”. Select the “Next Step” button.

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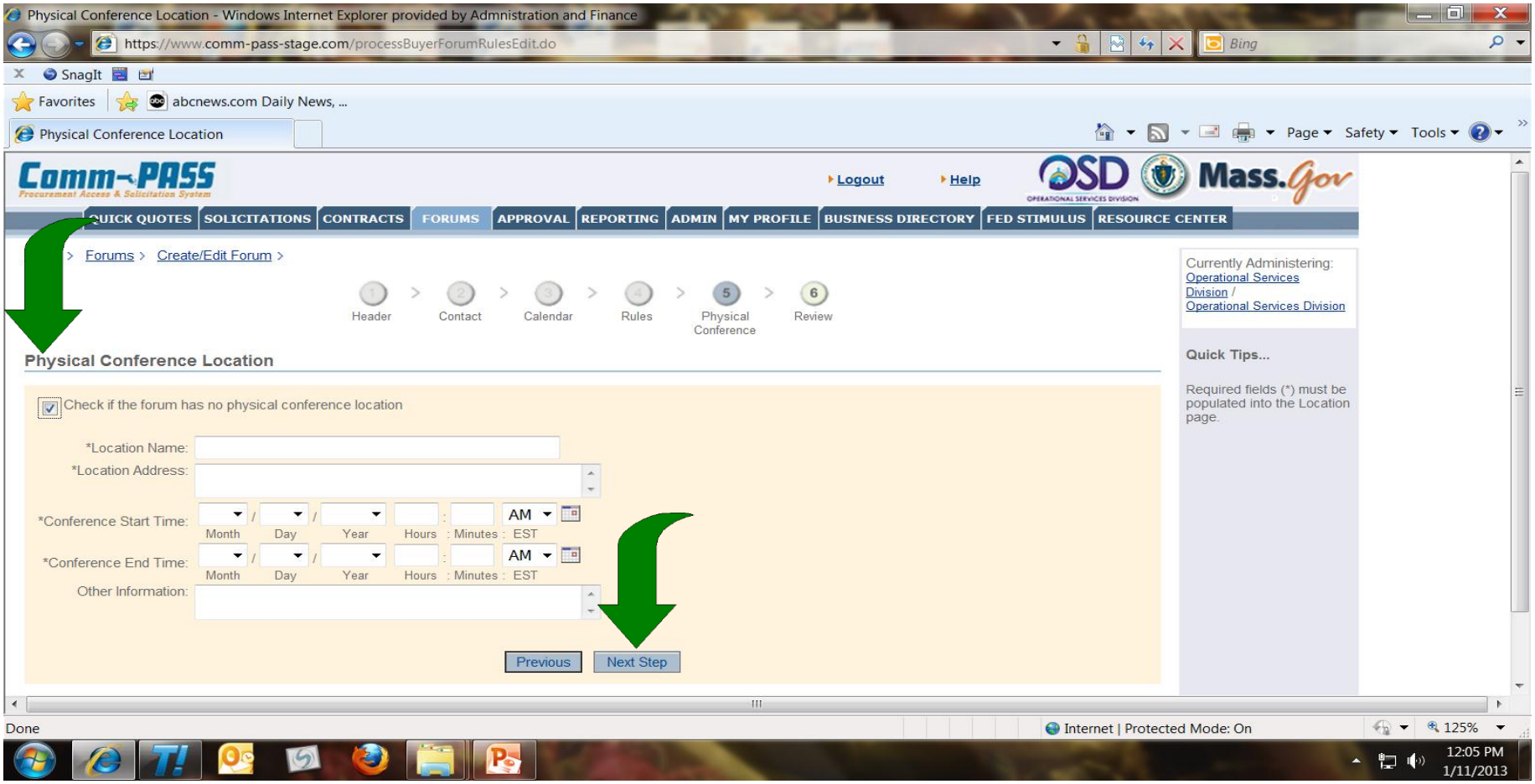

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If a physical conference will be held, provide the required information. Select the “Next Step” button.

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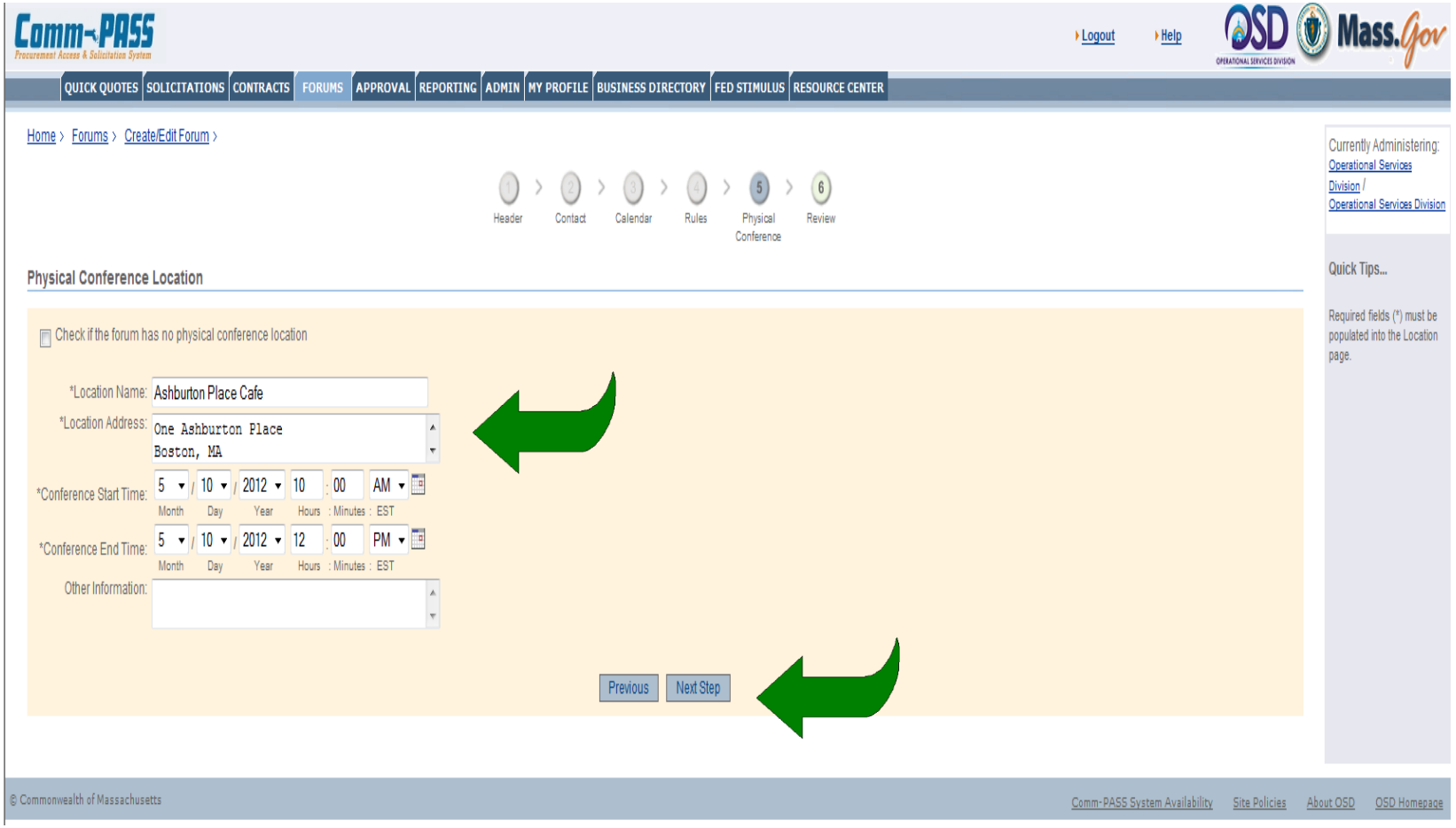

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Review all the information you have supplied for accuracy.
Select the “Previous” button to return to prior pages for correction.
Select the “Submit Forum” button to publish i.e. post to Comm-PASS.

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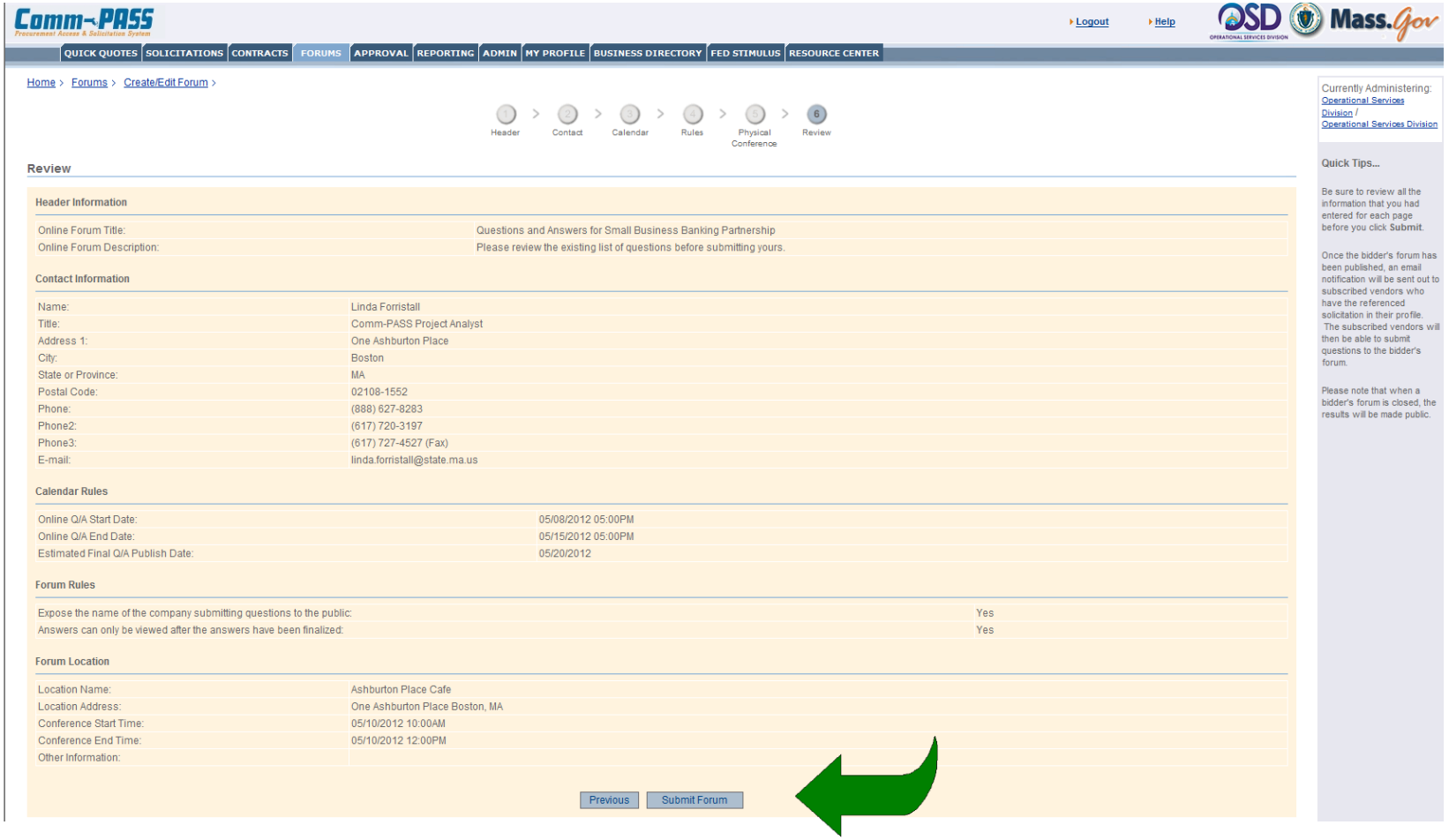

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The published Forum is now available to the public.

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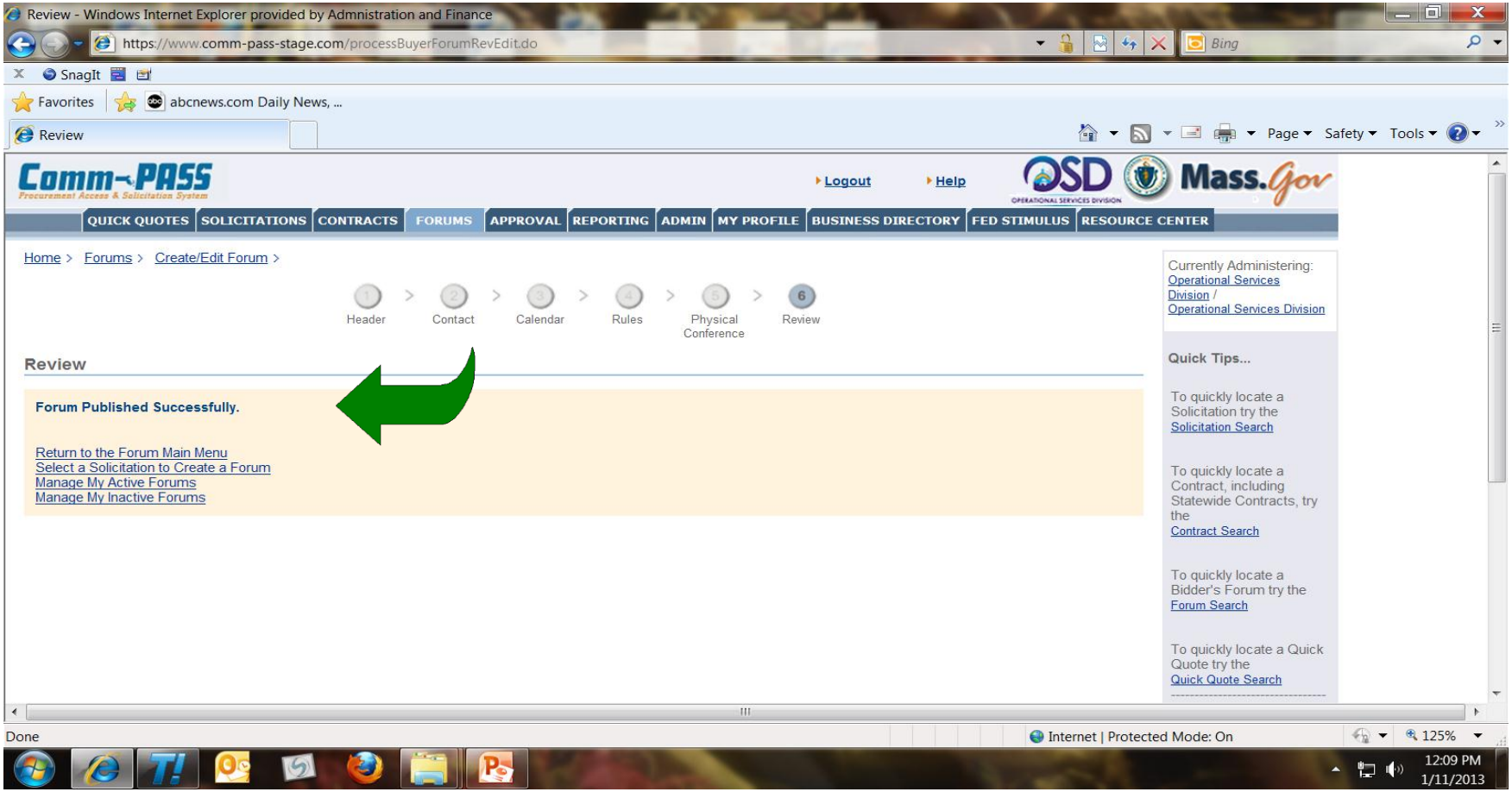

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The posted Forum is now available to the public to “Ask a Question in the Forum” link. The link is available based on Q/A Start and End dates.

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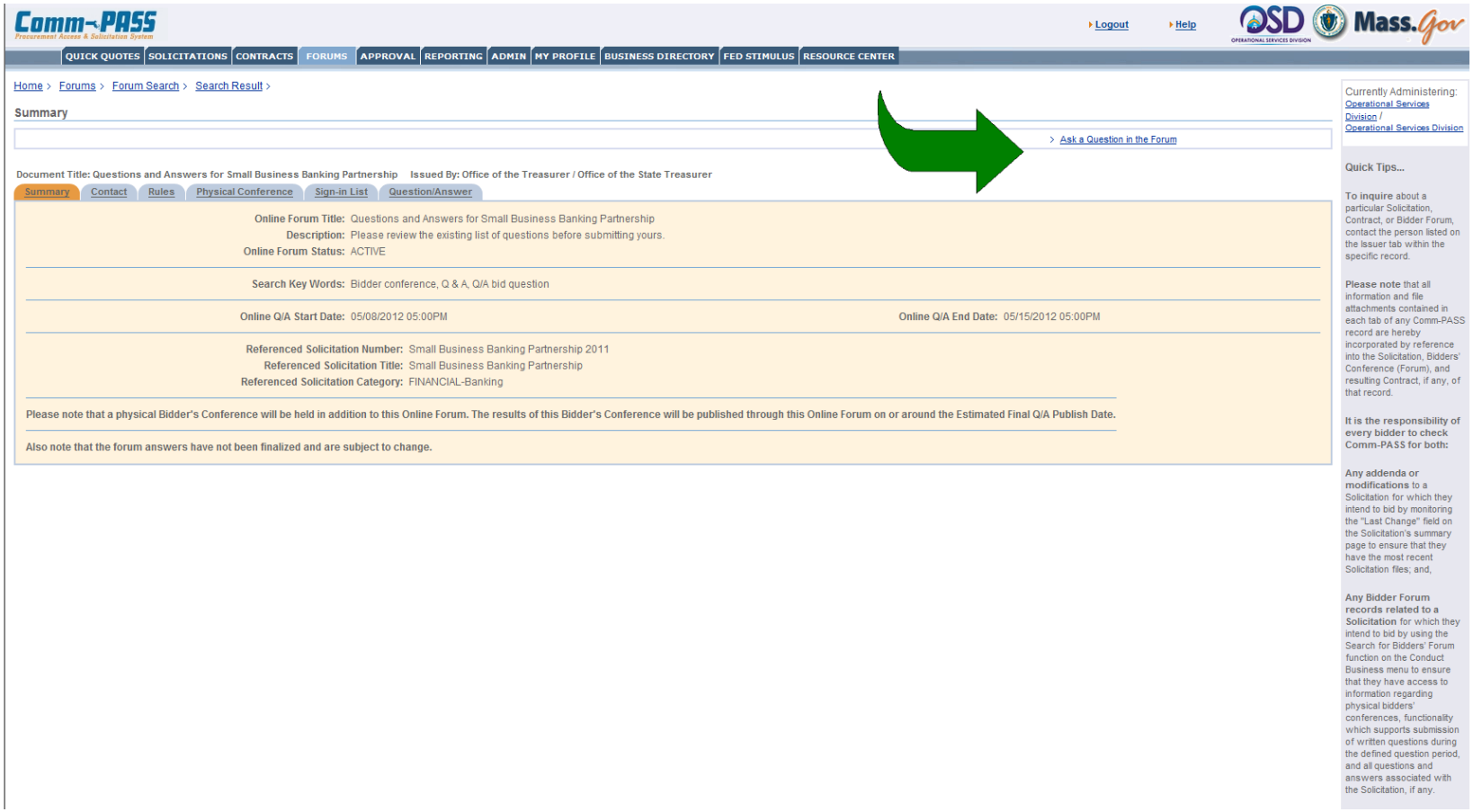

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The Forum's association with a Solicitation is noted.

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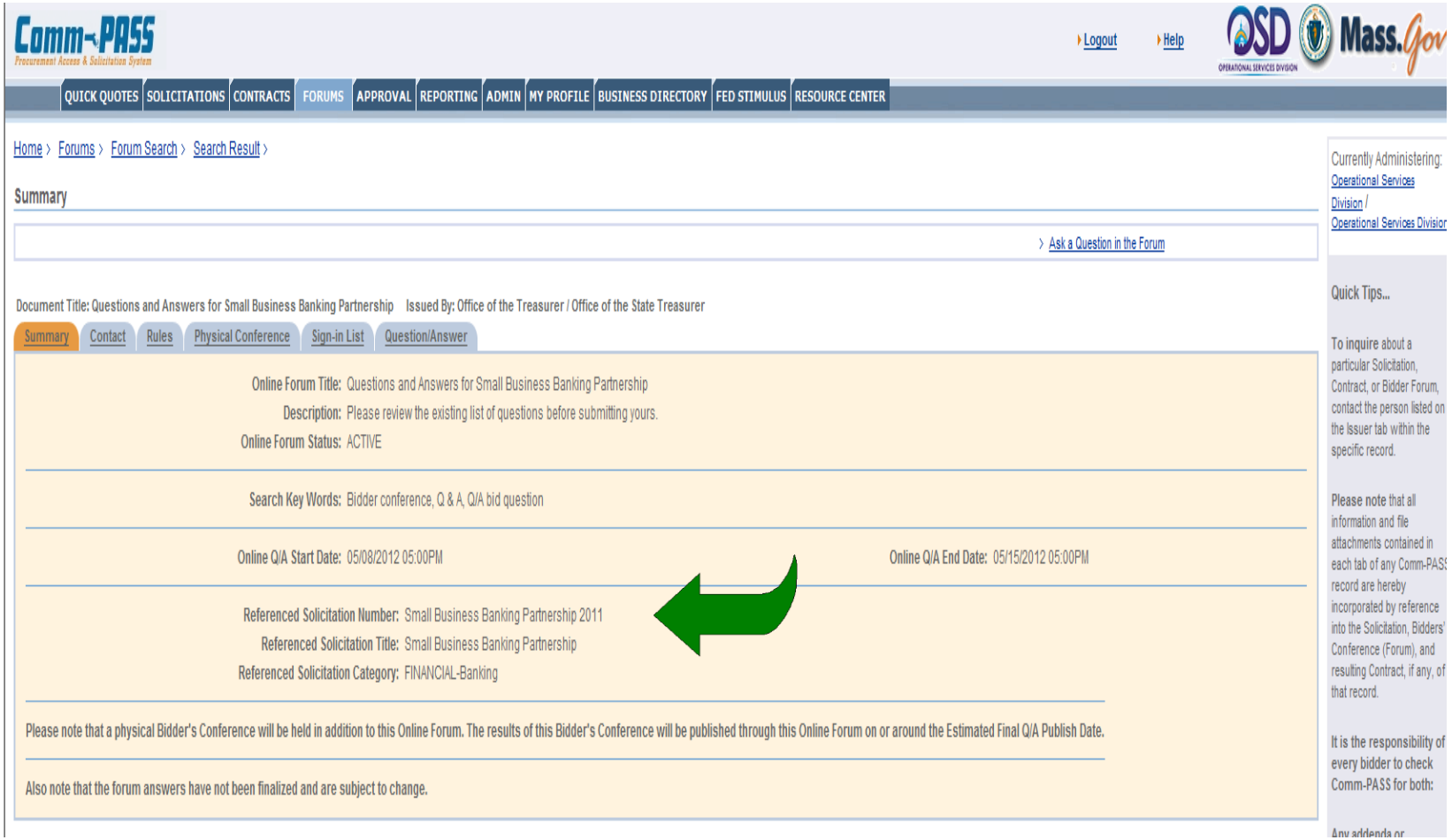

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The opportunity to attend a physical bidders' conference is noted.

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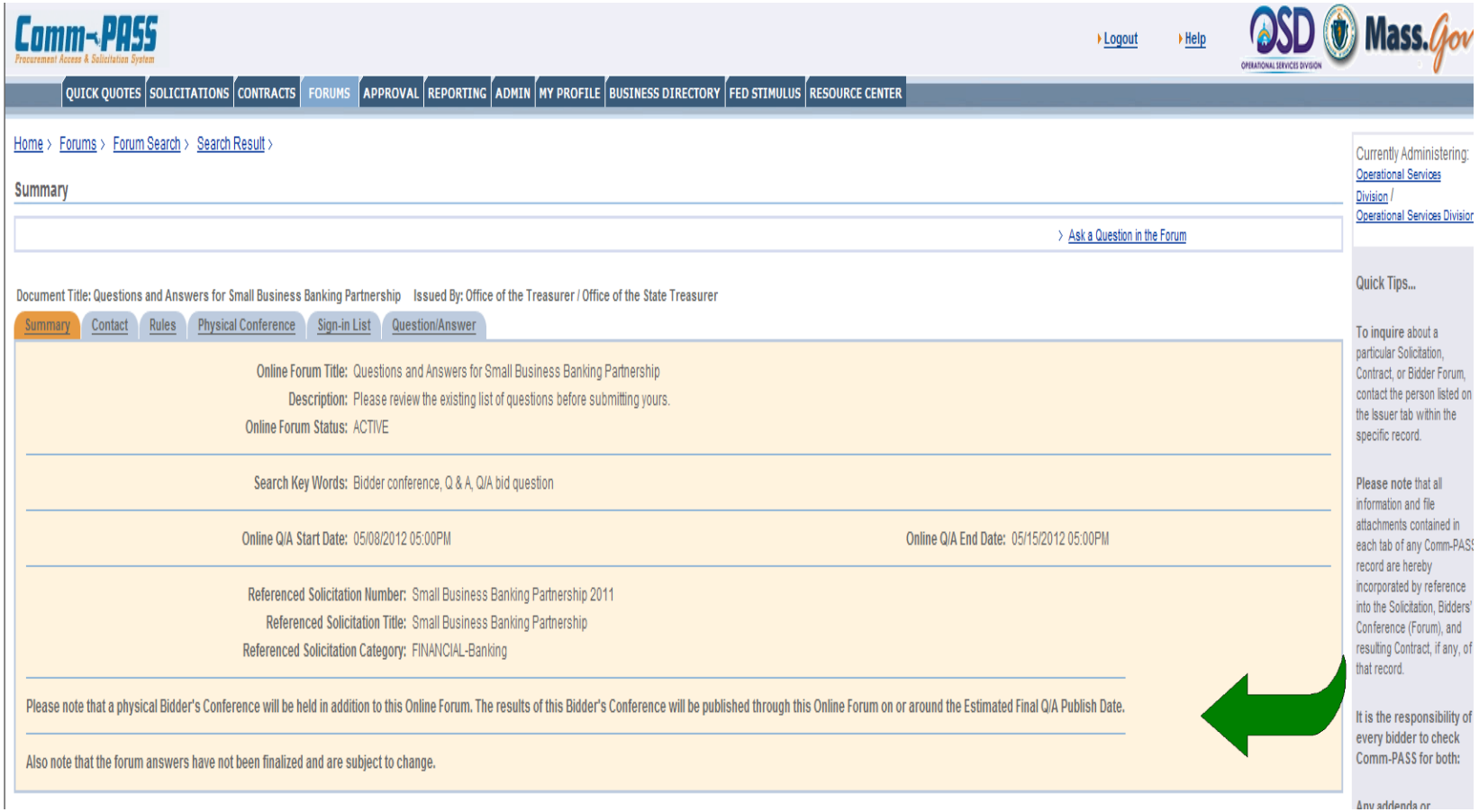

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The status of the Forum as “Finalized” or “Not Finalized” is noted.

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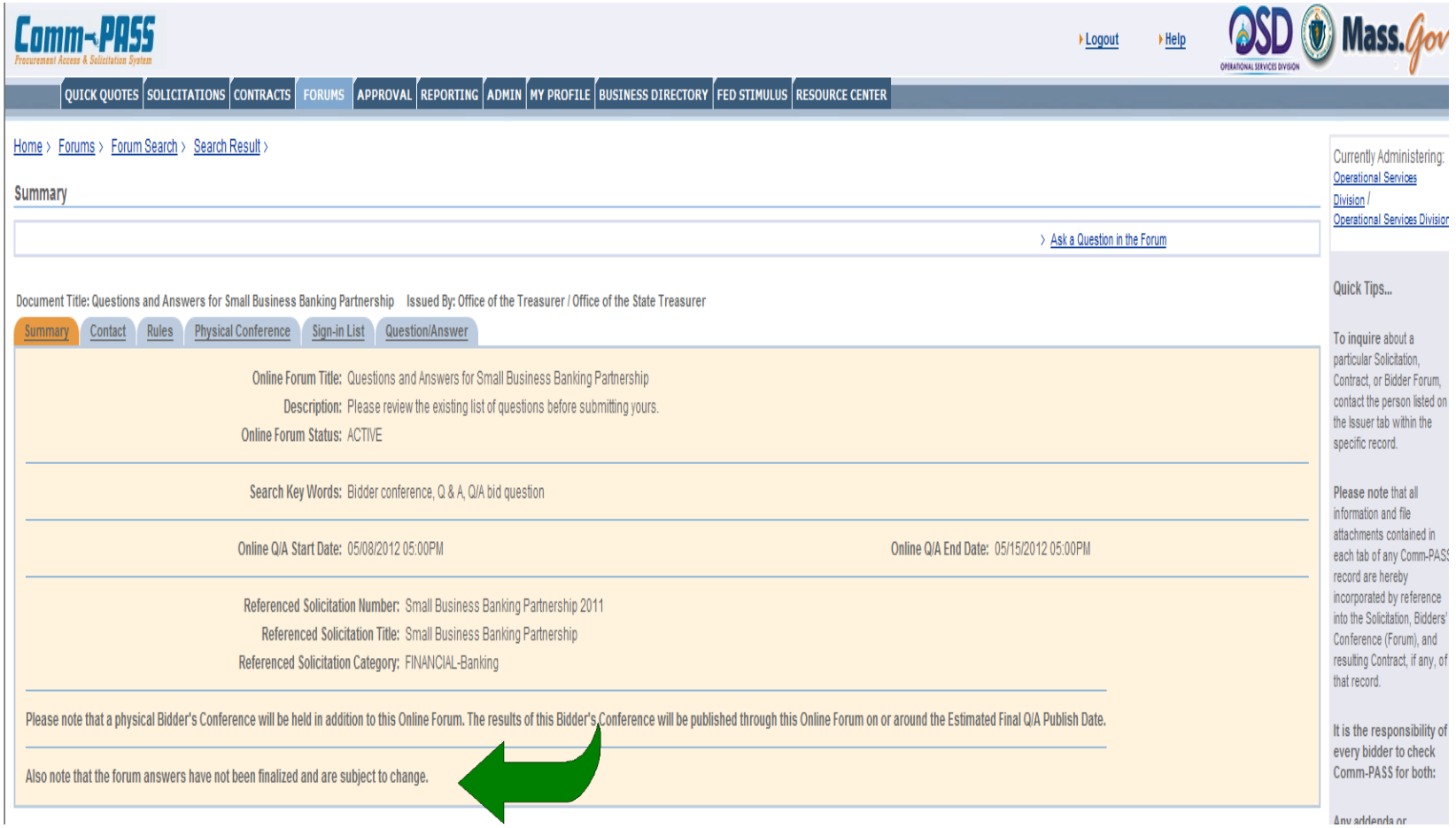

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Contact Information can be manipulated to direct all questions through the Forum functionality by selecting a default email address.

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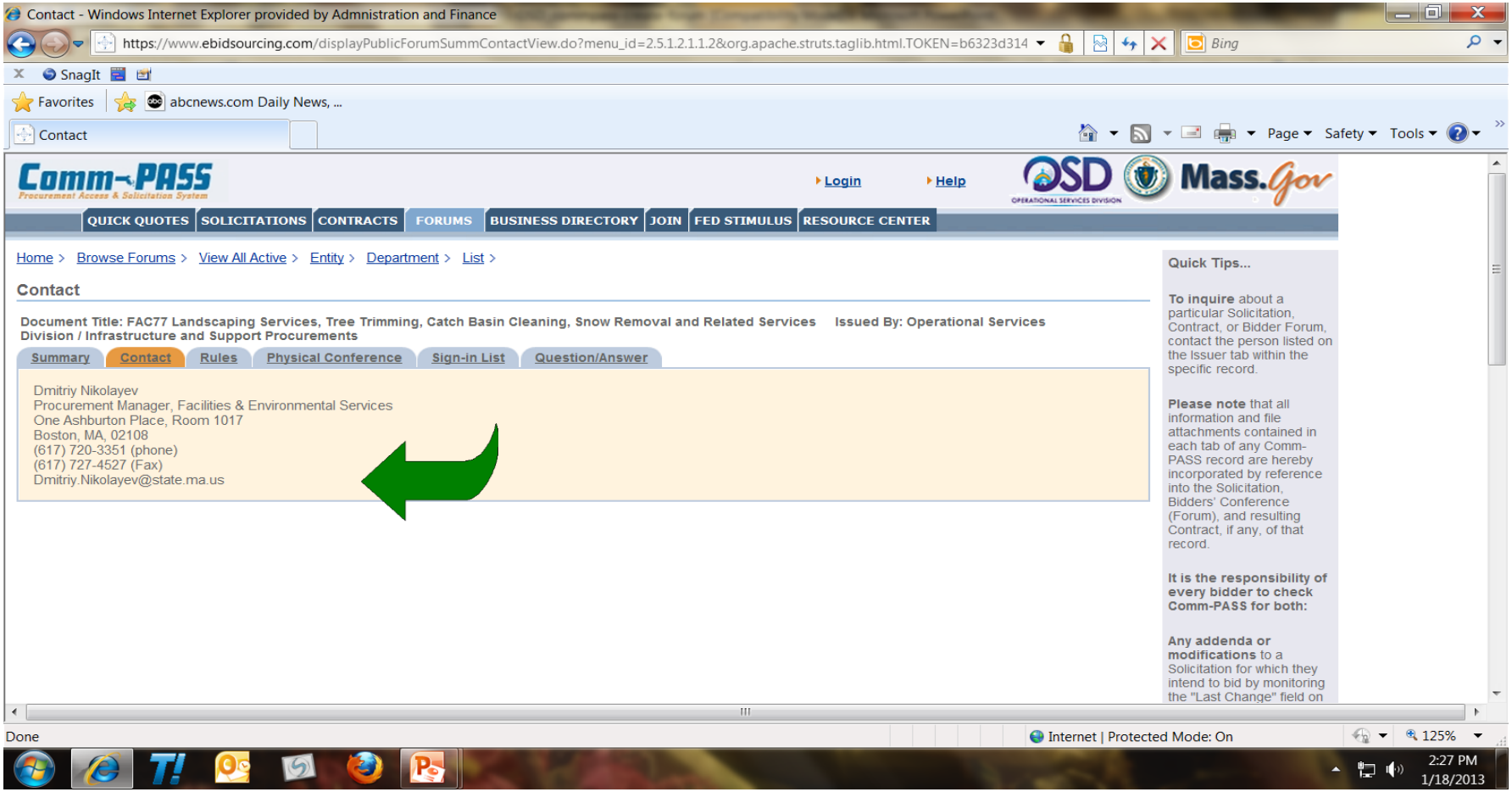

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Rules advise users of: "Estimated Final Q/A Publish Date", association of company names with questions, availability of tentative answers.

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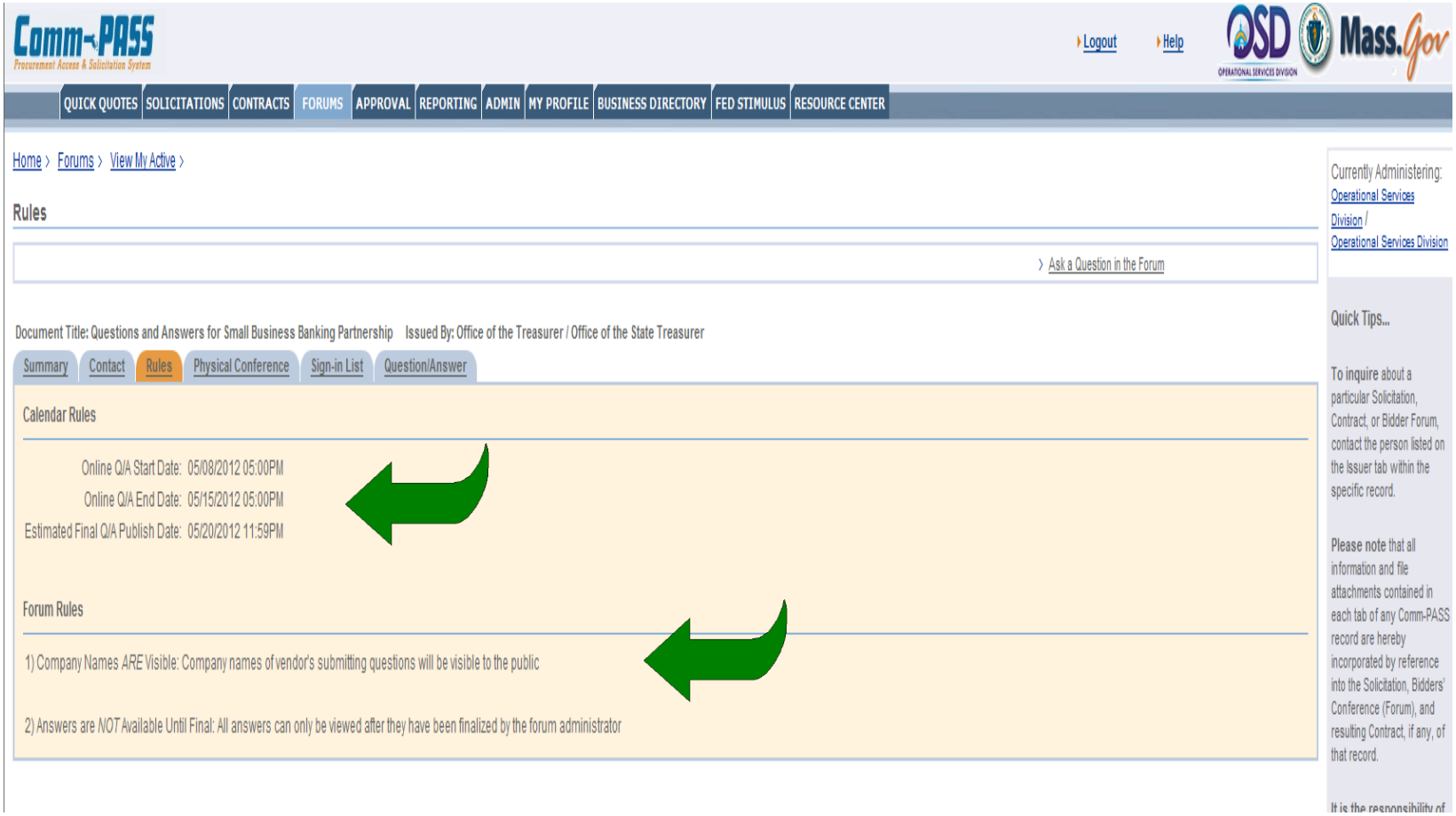

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The Forum is available on the record owner's Desktop via the "Quick Links".

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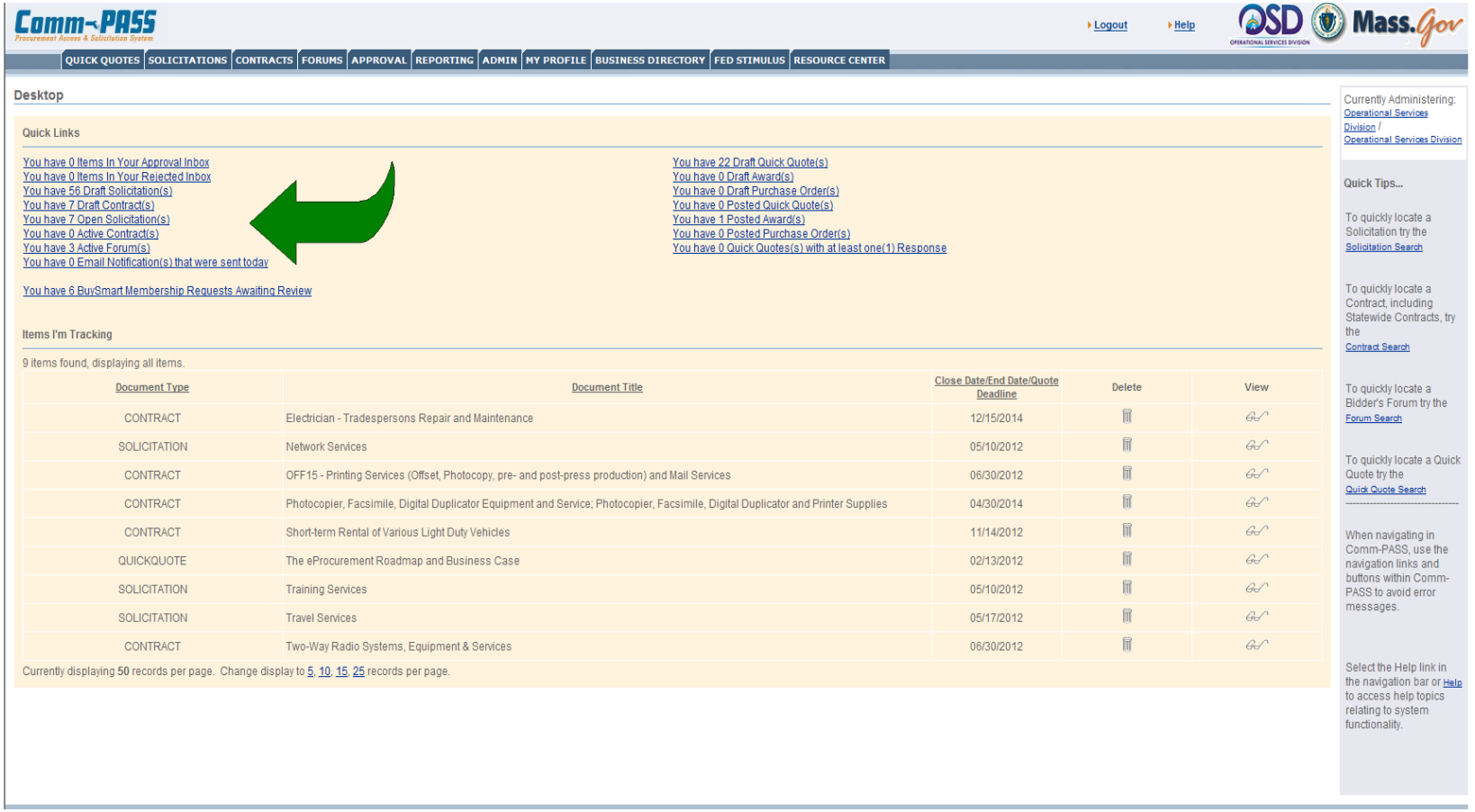

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